



DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

At. Po. Lonere, Tal. Mangaon, Dist. Raigad 402 103 MS (www.dbatuonline.com)

INVITATION FOR QUOTATION

Our Ref No. : DBATU/Store/Career Development Centre/Printer cum Xerox machine/2020/36 Date 03/01/2020

Quotation For: Printer cum Xerox machine

Due On: 20/01/2020

Date of Opening: 21/01/2020

Time : 3.00 pm

To,

Sub: QUOTATION FOR THE SUPPLY OF STORE

Dear Sir,

Your quotation for the items listed overleaf, may please be submitted to the under signed, so as to reach this Office not later than 20/01/2020. While submitting your quotation, the following procedure may please be observed and other points borne in mind.

01. The maker's name must be specified.
02. The "Terms and Conditions" for supply and delivery of stores, should be clearly indicated in the quotation, stating whether rates are, inclusive of all taxes, Packing and forwarding charge,s Freight charges, etc. or not, however rates offered as including all taxes will be more welcome.
03. If packing and forwarding charges are to be charged separately, it should be so clearly stated in your quotation.
04. Please mention clearly whether consignment would be Ex-Godown, Ex-Shop, of F.O.R. dispatching stations. Preferably terms offered as "Delivery of consignment of stores, on F.O.R.
05. Envelope should be clearly marked with our reference No and date of this quotation. It should also be superscripted as per the format given above.
06. The quotation would be opened as per date and timing given above, if desired by you, you may depute an authorized representative with a letter of authority to be present at the time of opening of the quotation at this Office on the aforesaid day, date & time.
07. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of it's opening.
08. Quotation received after the date of opening may not be taken into consideration.
09. Items tendered should confirm to the specification shown in the attached list when and where, full or no specifications are indicated against items in the list. Kindly furnish your full specification in accordance with accepted standards against each item tendered. Where reference to catalogue is made, the relevant catalogues/ Pamphlets/ Literature should accompany the quotation.
10. Your quotation should be for all new items and not for second hand.
11. Please state whether items will be available Ex-Stock. If not the minimum period for delivery, or for supplying the items or stores.
12. It should be clearly stated whether **GST**, Insurance, Freight or packing and forwarding charges, or any other taxes and duties, etc. leviable.

13. It would be appreciated if illustrated catalogues/Literature etc is furnished with the quotation.
14. Expression to as "Complete with standard Equipment" complete with standard accessories "Equipment to" As good as should be avoided. If at all their use is unavoidable then it should be very specifically indicated as to what exactly they mean and what exactly would be supplied under them. Any ambiguity or vagueness should be avoided.
15. For convenience, kindly adopt while quoting the same serial Nos. as given in the list detailed below.

Thanking You.

Yours faithfully,

sd

Registrar

Dr. Babasaheb Ambedkar Technological University, Lonere

List of Items

Sr. No.	Description / Specification	Make	Approx. Qty Req.	Rate per / Each / Unit	Remarks
01	Printer Cum Xerox Machine Details as per annexure "A"		01		

- Quantity may vary

annexure "A"

PRINTER CUM XEROX MACHINE SPECIFICATION	
Type of Machine	Digital Multifunction Machine
Print Technology	Laser, Cartridge Technology with Separate Drum & Toner
Operation Panel	LCD Panel
Type of Printing	Mono
Paper Size : (Original /Image)	A3 / A3 Size
Memory	RAM Size : 512 MB (Min.)
MINIMUM SPEED : A4 Size	25 PPM (Min.)
: A3 Size.	13 PPM (Min.)
Multiple Copying	Upto 999
Resolution : Copy / Print	600 X 600 dpi
Zoom	25% - 400% withh 1% increment
Printer Language	PCL5e / PCL6e / XPS
SCANNING FEATURE AVAILABILITY	Yes
Scan Speed : Mono	Min. 15 ipm
: Color	Min. 5 ipm
SCANNING RESOLUTION (Max.) :	600dpi
DUPLEX FEATURE AVAILABILITY	Yes
NETWORKING FEATURE AVAILABILITY	Yes
NETWORK INTERFACE : Ethernet 10 base-T/ Ethernet 100 base-TX/ Ethernet 1000 base-T	Yes
WiFi	Yes
Automatic Document feeder & Capacity	Yes / 50 Sheets
NUMBER OF MAIN PAPER TRAY	Min. 2 Tray
PAPER TRAY CAPACITY	Min. 500 X 2 Sheets
BY-PASS TRAY FACILITY / CAPACITY	Yes / 100 Sheets
COPY / PRINT SIZE :	A5 - A3
YIELD OF CARTRIDGE	MIN 9000 COPIES / PRINTS
LIFE OF DRUM	MIN 60000 COPIES / PRINTS
DUTY CYCLE/MONTH	MIN 10000 COPIES / PRINTS
ON SITE WARRANTY	1 Year

FORMAT FOR QUOTATION SUBMISSION

(In letterhead of the supplier with seal)

Date: _____

To: _____

Sr. No.	Description of goods (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
Total Cost							

Gross Total Cost (A+B): Rs. _____

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____
 (Amount in figures) (Rupees _____ amount in words) within the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of _____ months shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Name: _____

Address: _____

Contact No: _____